



New Trustee Orientation Checklist

Please see the following online information:

- Handbook for Library Trustees of New York State:
<http://www.nysl.nysed.gov/libdev/trustees/handbook/index.html>
- Library System Website: www.cclslib.org
- Information on Open Meetings Law: www.dos.ny.gov/coog/openmeetlaw.html
- Basic Library Law for Trustees webinar: www.nysl.nysed.gov/libdev/trustees/webinars.htm
- Board of Regents Statement on the Governance Role of a Trustee or Board Member:
www.regents.nysed.gov/about/stmt07.pdf
- Libraries and Library Systems in NY State: <http://www.nysl.nysed.gov/libdev/libs/brochurp.htm>

Enclosed you will find the following printed information about our library:

- Board Member Contact List
- Library Policy Manual
- Current Operating Budget, recent monthly Financial Reports, and Balance Sheets
- Employee Handbook
- Staff List and Organization Chart
- Previous Annual Audit
- Long Range Plan
- Library Funding in NY State
- By-Laws
- Schedule of Board Meeting Dates
- Minutes of Recent Board Minutes
- Brief History